

## **Republican Valley Library System Board Meeting**

**March 1, 2013 11:00 am**

**Landmark Center**

**Hastings, NE**

**PRESENT:** Jody Crocker, Dixie Codner, Annette Eisenhart, Beth Falla, Jane Hilton, Tim Johnson, Mo Khamouna, Vicki Perrie, Dana Wade, Sky Seery (via Skype),

**ABSENT:** Claudette Wielechowski, Barbara Whitehead

**ALSO PRESENT:** Denise Harders (Systems Administrator), Richard Miller (NLC Rep), Steve Batty (NLC Commissioner), Terri Johnson

### **Agenda**

**CALL TO ORDER/ROLL CALL:** Mo Khamouna called the meeting to order at 11:05 am.

**APPROVAL OF MINUTES:** (11.2.12) Dana Wade moved to accept the minutes, Tim Johnson seconded. (1.11.13) Changes to the Jan. meeting minutes are from the 8<sup>th</sup> and a teleconference to the 1<sup>st</sup> in person at the Landmark Center. Dana Wade moved to accept the minutes as corrected, Tim Johnson seconded.

**FINANCIAL REPORT:** 66% through fiscal year. Vicki Perrie made a motion to accept the financial reports, Jane Hilton seconded.

**CORRESPONDENCE:** There was no correspondence to share.

**DIRECTOR'S REPORT:** 2<sup>nd</sup> Annual Week of Weeding is March 4-8<sup>th</sup>. Summer Reading Workshop is March 8<sup>th</sup> in Elwood. eReader Workshop March 14. There is a DVD for the LB470 w/Susan Sapp. A viewing guide and template is available for those interested. New Accreditations Guidelines (6 in RVLS are due) – Valley Visit in NP for late April. More workshops to come. *Some of the changes (per Richard Miller) no longer 3 levels. Guidelines start w/15 things to even start the Accreditation process. New system is Gold, Silver, Bronze. 1 document, w/levels determined by accumulated points. Nothing will be able to knock you out of the running. Will now be 300 points, as opposed to 111 points. List of policies, each policy earns a point.*

### **OLD BUSINESS:**

**Annual Meeting Location** – June 7, 2013 @ Superior, w/out Lady Vestey. Walking tour available. Winery will give free tours. Meeting at the library, lunch across the street with the church ladies, then walking tour/tour of houses. Tim Johnson moved to have the meeting in Superior, with the condition we have the events available. Annette Eisenhart seconded. Should the Superior location not work out, Hastings is another location.

**PLTS Spring Meetings** – Help! I'm not a Social Worker! Sessions are 10:00-3:00 featuring Carolyn Davidson Brewer at the following dates/locations – April 2<sup>nd</sup> Mid-Plains Community College, April 3<sup>rd</sup> Kearney Public Library, April 4<sup>th</sup> Walt Branch Library (Lincoln) and April 5<sup>th</sup> Blair Public Library. Cost is \$10

### **NEW BUSINESS:**

**RVLS Board Nominations** – Due May 15, 2013 nominees may be library employees or library customers representing any of the System counties. Three people are finishing their first terms, Vicki, Claudette and Sky are eligible to run again, if they would like.

**Pitney Bowes Service Contract** – The postage meter contract is up, Denise isn't a fan of them. Instead of the postage meter, suggestions are using online postage or using the credit card at the PO. Jody Crocker moved to not renew the Pitney Bowes contract, Vicki Perrie seconded. {Denise cheered!}

**Personnel Policy** – Change to the Personnel Policy is under Section 4, Compensation. Previously salaries were paid once a month after the 3<sup>rd</sup> Monday. It has not been changed to state **"Salaries will be paid twice each month on the 15<sup>th</sup> and**

**the last day of each month.”** Jane Hilton made a motion to change the policy to reflect what is in bold. Dixie Codner seconded.

**Job Description** – Richard Miller suggested putting Nebraska Library Commission first on the job description before the Library Systems. Vickie made a motion to switch the wording to reflect NLC first before other library systems. Dana seconded.

**System Plan of Service** – 2011-2013 Change wording as reflected above in Job Description. It was suggested to remove trainings on E-Rate, as it’s something Christa Burns does. There needs to be something about the Disc Repair Machine, possibly on page 2 under goal 1. We will approve it in September at the first Board Meeting. Terri Johnson suggested that the webpage is added under the Professional Consulting section.

#### **2013-2014 RVLS Board Meeting Schedule –**

September 6, 2013 – Location TBD

November 1, 2013 – Teleconference

January 3, 2014 – Teleconference

March 7<sup>th</sup>, 2014 – Location TBD – Jane Hilton, Elwood hosting possibility

June 6<sup>th</sup>, 2014 – Annual Meeting Location TBD

All RVLS Board Meetings are open to the public.

**Preliminary Budget** – Expect our funding to remain steady. It’s a good thing. Maybe even asking for \$\$ next year.

**NLC COMMISSIONERS REPORT:** Steve will connect with a couple of people to talk fundraising and help promote library fundraisers here and there. McCook is finally moving along. UNK School Librarian Endorsement Program nationally recognized by ALA and NCATE. (\*UNO has a school endorsement too) Teen Tech Week – March 10 – 16, 2013. Nebraska Libraries invited to check out “Let’s Build Nebraska”.

**NLC REPRESENTATIVE REPORT:** Library and Information Science @ Missouri Program Information Meeting (Master’s Degree) on 3.8.13. Personnel Changes in Regional Library Systems, due to retirements and or job opportunities. Many thanks to outgoing and welcome new Admins! 2013 Big Talk from Small Libraries was Feb. 28<sup>th</sup> {Note from Sky – it was really, really good!} Keep an eye out on website for the recorded sessions. Reminder: 21st Century Librarian Scholarship Applications due Mar. 1, 2013. National Endowment for the Humanities Preservation Assistance Grants for Smaller Institutions – applications due May 1, 2013. O Pioneers! Named the 2013 One Book One Nebraska title. Basic Skills classes are scheduled; check the NLC website for more details. Recycle those old TBBS Application Forms and remember new forms available in Spanish too! There are plenty of NCompass Live sessions, see website for details. Scarecrow Press is seeking authors for a planned book on creative management of small public libraries in the 21<sup>st</sup> Century.

The Board went into Executive Session at 12:36 p.m. to discuss the Use of the System Car policy and salaries for the 2013-2014 fiscal year. The Executive Session ended at 1:20 p.m. The Board determined that when the administrator is gone for an extended period of time (on vacation or at an out-of-state conference), the System Car is to be parked at the Landmark Center. The administrator will receive a 1% increase in salary and the administrative assistant will receive an additional 30 cents per hour for the next year.

The meeting adjourned at 1:30 p.m. with Dana Wade making a motion to adjourn and Jane Hilton seconding.

**NEXT BOARD MEETING:** Annual Meeting – June 7<sup>th</sup>, possibly at Superior {Stay tuned!}